

Aylesford School

and Sixth Form College



Secondary Parents' and Carers' Handbook



2020 - 2021

Tapping Way, Warwick, Warwickshire, CV34 6XR

Tel: 01926 747100 **Fax:** 01926 494194 **Email:** office@aylesfordschool.org.uk **Web:** www.aylesfordschool.org.uk

A charitable company registered in England and Wales, company number 7848367

Head teacher: Tim Hodgson

Welcome from the Head teacher

I would like to express a warm welcome to all Parents and Carers.

I firmly believe that you will find that our school is a safe and secure place where teachers teach with passion and children learn with enthusiasm.

We value the partnership between schools and the home as an essential part of our children's education. It is with your support and encouragement that we can work together to ensure that your child achieves their potential at Aylesford School.

I am convinced that we all share the same basic aspirations for your child's education.

At Aylesford we believe that a successful education is one that not only nurtures a child's natural curiosities about the world but also challenges them to develop the knowledge that they need to understand it. To enable this to happen you need staff who have high expectations of all their pupils, are keenly focused on raising achievement and who can establish a love of learning that will support each child throughout their life.

As a parent myself, I share your desire for every child to receive only the very best education. My commitment to you is that Aylesford School will work tirelessly to ensure that we meet your child's needs through excellent teaching, effective assessment and the support of a team of highly skilled staff dedicated to their wellbeing.

In return I ask that when you join us on this exciting journey you support the work of the school by making sure that your child comes prepared for each day by:

- Attending school regularly.
- Arriving on time, smartly dresses in the correct uniform.
- Bringing all the equipment that they will need for the day ahead.
- Being willing to work hard at their studies with respect for the needs of others as well as their own.

I am convinced that your child will flourish at Aylesford. Our school is a vibrant community that relies upon the combined talents of its students, staff and parents to drive it forward.

By working together with you, we can make sure that our children receive the best possible education in preparation for the lives that lie ahead of them.

A handwritten signature in black ink, appearing to read 'Tim Hodgson'. The signature is fluid and cursive, with a long horizontal line extending from the top left.

Mr Tim Hodgson
Head teacher

Aylesford Academy Trust Admission Arrangements

Parents of children seeking a school place in Reception class of the Primary Phase or a place to begin Secondary School in Year 7 will be asked during the Autumn Term to indicate which Secondary Schools they would like their children to attend in the following year. Warwickshire's School Transfer Co-ordinators specialise in giving impartial and independent advice to those parents who need support to enable them to complete the appropriate school application process. Sixth Form admissions can be made by contacting the school direct (01926 747100). Parents moving into the priority area of the School are invited to contact us for a tour of the School and a discussion. Appeal panels clearly take into account the needs of children who move directly into our School's priority area. If you live in Warwickshire and your child is due to transfer to secondary school it is possible for you to apply online at: www.warwickshire.gov.uk/admissions. For further information please contact the Warwickshire School Admissions Department on 01926 742037 or 01926 742047.

Admissions: September 2021 Entry

The Governing Body of Aylesford School Trust is the admission authority for the school and they have delegated the admission arrangements to Warwickshire County Council as part of the co-ordinated scheme. The Local Authority administers all admissions on behalf of the Academy Trust. The School's admission number to the Secondary School is 206. The School's admission number to the Primary Phase is 30.

(Details of the School's priority area can be found on the Warwickshire County Council website <http://www.warwickshire.gov.uk/admissions>). In the event of more applications than places, (Planned Admission Number), the following oversubscription criteria will be used.

- 1 Children living in the priority area who will have a brother or sister at the school at the time of admission
- 2 Children of Aylesford School and Sixth Form College staff currently employed on a full or part-time contract at the time of admission and living in the priority area
*Under the DfE admission code (1.39) Admission authorities may give priority in their oversubscription criteria to children of staff in either or both of the following circumstances:
a) where the member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made, and/or b) the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.*
- 3 Other children living in the priority area
- 4 Children living outside the priority area who will have a brother or sister at the school at the time of admission
- 5 Other children living outside the priority area

Please note: Children with an Education, Health and Care Plan that name a school; children in the care of, or provided with accommodation by, a local authority or children who were looked after but ceased to be so because they were adopted (or became subject to a residence order or special guardianship or order) will be admitted. In such an event the number of places available on the PAN will be reduced. Within each criterion, priority is given in order of distance between the child's home and school. (Shortest distance = highest priority).

Distance will be calculated by the straight line measurement from the centre of the applicant's home address (as set by Ordnance Survey) to the centre point ('centroid') of Aylesford School. (All measurements are subject to prepositional accuracy changes). This applies equally to those living inside and outside the County boundary. (The priority area is as defined in the Warwickshire Central Area Admissions booklet). In common with most Warwickshire schools, all our admissions are handled centrally by:-

The Admissions Office, Warwickshire County Council
Children, Young People and Families Directorate
Saltisford Office Park, Ansell Way, Warwick CV34 4UL
Email: admissions@warwickshire.gov.uk
<http://warwickshire.gov.uk/applyforschool>

Key School Dates 2020 – 2021

<u>Autumn Term 2020</u>	
Teacher Training Day (whole school) and Sixth Form enrolment	Monday 1 September 2020
Term begins for <u>Students</u>	Tuesday 2 September 2020
Teacher Training Day (Whole School)	Friday 25 September 2020
Half-term	Monday 26 October - Friday 30 October 2020
Term Ends	Friday 18 December 2020
<u>Spring Term 2021</u>	
Teacher Training Day (Whole School)	Monday 4 January 2021
Term begins	Tuesday 5 January 2021
Half-term	Monday 15 - Friday 19 February 2021
Term Ends (Whole School)	Wednesday 31 March 2021
Teacher Training Day (Whole School)	Thursday 1 April 2021
<u>Summer Term 2021</u>	
Term begins	Monday 19 April 2021
Bank Holiday	Monday 3 May 2021
Half-term	Monday 31 May – Friday 4 June 2021
Term Ends (Whole School)	Wednesday 21 July 2021

Please note there will be one more training day added to the school dates. This will be made available on school website, with this updated 'Key School Dates' when made available.

Attendance and Punctuality - 'Every Lesson Matters'

Good attendance is essential for a successful time at school. In line with government standards the school expects students to aim for 100% attendance and for their attendance to not fall below 95%. Even a 5% drop in attendance means that your child will have missed 50 hours of lessons over the school year. When attendance drops below this level, studies have shown that students may start to fall behind in their learning and be at a disadvantage compared to their peers. The government describes a student who attends less than 90% of the time as one who is 'persistently absent'. Below 90% means that a student is missing at least 100 hours of taught lessons, as well as social time and other school activities. Students in this category will struggle to reach their potential and are likely to do less well educationally.

Children of school age must attend school when it is in session unless there is a valid reason for absence. Absence due to a valid reason is said to be **authorised**. If there is no reason given or, if in the opinion of the Head teacher the reason given is not valid then the absence is **unauthorised**. Attendance is closely monitored by the school, Warwickshire County Council and the Department for Education (DfE).

How to report a child's absence

If your child is absent from school, it is essential that you let us know immediately.

It is the parents/carers responsibility to report their child's absence EVERY DAY that they are not in school. This must be done by 9.30am every morning in order to ensure the safeguarding of all children.

To assist parents in reporting a child's absence you can either call our dedicated absence line on 01926 747100 and select option 1 and option 1 again for secondary school absences. You will need to leave the full name of your child, their tutor group, the reason for absence and who has reported the absence – Mum, Dad, Grandma etc.

Alternatively you can always email our dedicated absence email address at: - attendance@aylesford-earning.net – These lines are open to you 24 hours a day, 7 days a week; if you work shifts the school doesn't need to be open for you to report the absence by either the absence line or the email address indicated above.

Safeguarding and Absence

For safeguarding reasons, we phone home to find out where any absent child is, if we have not had notification. Please help us in keeping the records accurate by phoning **every day** of your child's absence to let us know why. Any absence **must** be followed up with written notification. If a child is going to miss time because of a medical or dental appointment, then please let us know in advance by providing your child with a note for that day – **Please refer to page 16 – Medical Appointments** (please try and make them in the holiday or outside of school time).

Taking children out of school in term time for holidays is very disruptive. Please note that permission will not be granted for term time holidays and leave of absence will only be granted where there are explained 'exceptional circumstances.' This is at the Head teacher's discretion. Please remember that one day's absence equates to five hours of learning missed.

We take a serious approach to issues of attendance and work closely with the WAS team (Warwickshire Attendance Service) to maintain these high standards.

Students who arrive after the close of registration, but during period 1 will receive a late mark and consequences may apply if a valid reason cannot be given. Students who arrive after period 1 without a valid reason, will be recorded as 'unauthorised absence'. They then need to be signed in by a member of staff at Student Services and the time of arrival will be recorded. Persistent unauthorised lateness can trigger a referral to the Warwickshire Attendance Service team (WAS).

The School day

Students should normally arrive from 8.20am and go straight to their assigned recreational areas.

Students wishing to have breakfast at School are welcome at the School Refectory which is open and supervised from 8.00am.

It is important to stress punctuality is a life skill and should be taught and reinforced both at school and at home. Prompt arrival helps ensure the day starts well and so parental support in this is welcomed.

Secondary School Timetable		
Time from	Time to	Period
08.40am	09.00am	Registration/Assembly
09.00am	10.00am	Period 1
10.00am	11.00am	Period 2
11.00am	11.20am	Break time
11.20am	12.20pm	Period 3
12.20pm	1.20pm	Period 4
1.20pm	2.10pm	Lunch time
2.10pm	3.15pm	Period 5
	3.15pm	End of the school day

Students who arrive after the close of registration, but during period 1 will receive a late mark and consequences may apply if a valid reason cannot be given. Students who arrive after Period 1 without a valid reason, will be recorded as 'unauthorised absence'.

Any child that arrives to school with or without a reason for lateness after 9.00am will need to sign in at Student Services.

Persistent unauthorised lateness can trigger a referral to the Warwickshire Attendance Service team (WAS).

Access to School

Most students arrive to school via our main School entrance off Tapping way. We also do have students that will arrive to school via the Shelley Avenue entrance (rear of the school). Please note for those that will use for convenience this entrance/exit this is open for students from 08.00am, it then closes automatically at 08.50am and then is securely locked for the remainder of the school day. It is then automatically opened again for students to exit following their school day at 3.15pm.

To keep the premises secure and safe for all students that are in school, we do not open this gate for visitor's in-between these times for any reason including, being late into school, or for a pre-arranged medical appointment. The only access into or to exit the school beyond these stipulated opening hours is via our main school reception off Tapping Way.

School Uniform

We believe that children work better and have more of a sense of belonging if they are in uniform and ask for your support in this. Parents certainly find uniform easier than endless daily arguments about what is going to be worn. We have tried to keep the uniform simple and smart.

Aylesford School uniform can only be purchased from our uniform suppliers; Stitch Tech. Purchases can be made in store and on-line. Orders can be delivered free of charge to the school on a weekly basis. Students will be contacted via the General School Office when the uniform order has been received and is ready for collection. If you wish to visit the shop, it is open Monday to Friday from 10.00am until 5.00pm

Address: Sydenham Industrial Estate
Jenton Road
Leamington Spa
CV31 1XS

Website address is: www.stitchtech.co.uk

Email: sales@stitchtech.co.uk

Phone number: 01926 883366.

GIRLS' UNIFORM		
Item	Compulsory	Optional Items
Black Blazer (with embroidered Gold Aylesford Griffin)	✓	
Clip-on tie (Black and gold stripes with one house stripe)	✓	
Black trousers (OR)	✓	
Black A-line skirt (with embroidered Gold Aylesford Griffin) **Length to be worn no further than 5cm above the knee**	✓	
White blouse **long or short sleeved**	✓	
Black V Neck jumper (OR))		✓
Black cardigan		✓
Plain woollen scarf in school colours ** black or gold or sky blue**		✓
Coat – Plain colours only		✓

Other items required (not supplied through school)

Black well-fitting shoes. No high heels, platforms, boots, pumps or training shoes to be worn.

Students are to wear black tights or socks.

GIRLS' SPORTS KIT		
Items	Compulsory	Optional items
Navy and sky blue haze polo shirt	✓	
Navy and sky blue fleece	✓	
Navy and white 'Milan' shorts (OR)	✓ OR Skort	
Navy and white skort	✓ OR Milan shorts	
Navy and sky blue 'Aylesford' sports socks	✓	
Navy and white tracksuit bottoms (for colder weather)	✓	
Navy base layers (for colder weather)		✓

Other items required (not supplied through school)

Training shoes

White sports ankle socks

Shin pads

Hair bobble (for long hair)

Roll-on deodorant

Sports bag

Jewellery must not be worn for PE

Please note that a rain jacket is available for purchase via school for students who take part in team sports.

BOYS' UNIFORM		
Item	Compulsory	Optional Items
Black Blazer (with embroidered Gold Aylesford Griffin)	✓	
Clip-on tie (Black and gold stripes with one house stripe)	✓	
Black 'Falmouth' trousers	✓	
White shirt **long or short sleeved**	✓	
Black V Neck jumper		✓
Plain woollen scarf in school colours ** black or gold or sky blue**		✓
Coat – Plain colours only		✓

Other items required (not supplied through school)

Standard black school shoes - no boots, pumps or trainers with emblems on the shoes

Black socks

Dark belt (if required)

BOYS' SPORTS KIT		
Items	Compulsory	Optional items
Navy and sky blue 'Vapour' polo shirt	✓	
Navy and sky blue reversible rugby shirt	✓	
Navy and white 'Milan' shorts	✓	
Navy and sky blue 'Aylesford' sports socks	✓	
Navy and white tracksuit bottoms (for colder weather)	✓	
Navy base layers (for colder weather)		✓

Other items required (not supplied through school)

Training shoes

Football/Rugby boots

White sports socks

Sports bag

Roll-on deodorant

Gumshield

Shin pads

Jewellery must not be worn for PE

Please note that a rain jacket is available for purchase via school for students who take part in team sports.

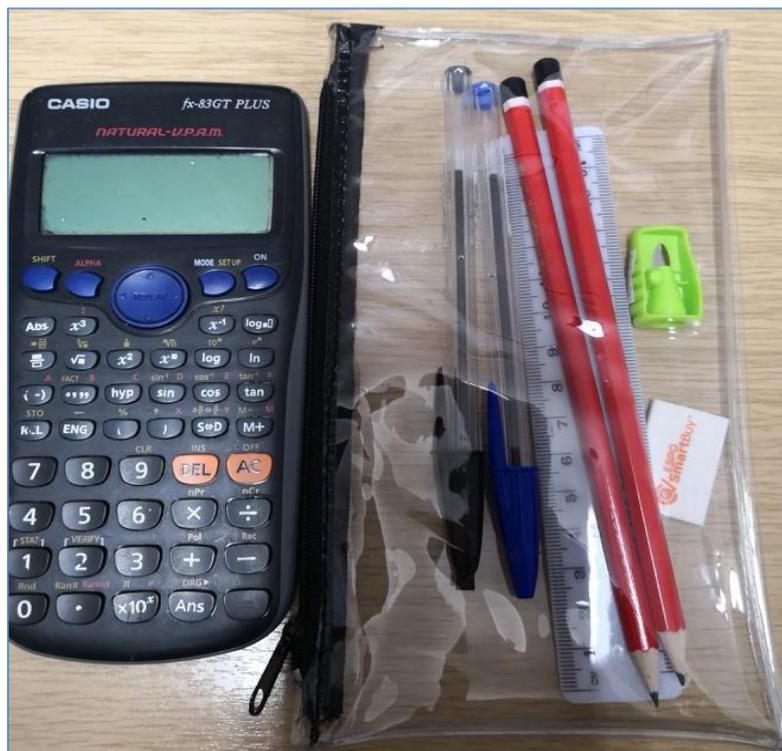
Equipment List for Students

Students are required to bring the following basic equipment in a pencil case everyday: -

1. Two pens (black or blue)
2. Two pencils
3. A rubber
4. A ruler
5. A pencil sharpener
6. A calculator

Please ensure that your child is fully equipped for lessons as handing out equipment such as pens and pencils causes a delay in the start of a lesson and can disrupt the learning of others. All students are subject to basic equipment checks during tutor time.

Writing equipment can be purchased from the school library from as little as 10p.



Hair styles

Parents are asked to ensure that their children do not come to school with unusual hairstyles (e.g. close cropped, particularly shaved hair is not acceptable) neither is hair of contrasting length or colour. Please note that a barber's 'number 2' (6mm) shaved cut is the shortest allowed.

Parents are requested to seek advice from school if in doubt, before allowing a particular fashion.

Deodorants and Antiperspirants

Roll-on deodorants and antiperspirants are preferred to their aerosol equivalents in consideration of asthmatic students. Although stopping short of an outright ban on all aerosol forms of deodorants, antiperspirants and pump action sprays, irresponsible use in the school grounds and particularly in enclosed areas will be considered a disciplinary matter.

Pierced ears

In the interests of Health and Safety, students with pierced ears should wear a small plain stud, not earrings. (No more than one stud should be worn in each ear). Studs must be removed prior to taking part in PE lessons and physical activities. The taping of earrings is not allowed. We, therefore, strongly advise any students wishing to have their ears pierced to do this at the very start of the long summer holiday to enable studs to be easily removed. No other piercings are allowed. Please note that children may be sent home if they refuse to remove items that do not follow school rules.

Make-up and Nail Varnish

Make-up, nail varnish or acrylic nails should not be worn, staff will ask that it is removed if students arrive at school wearing it.

Jewellery

For safety reasons the only items of jewellery allowed in school are small stud earrings. Other jewellery should not be worn in school. This includes bracelets, rings, necklaces, brooches, earrings; nose or eyebrow studs (please refer to the paragraph entitled 'pierced ears'). No other piercing is allowed.

Personal Property

All clothing and items of equipment should be marked with the owner's name. Name tags or laundry markers are recommended for clothing.

Non-regulation items of clothing and equipment attract unwanted attention and should not be brought to school. Students are responsible for the safe-keeping of their materials and kit. It is difficult to recover items where students have not taken reasonable precautions against loss.

Non-uniform items of clothing must not be brought to school. Unsuitable items will be withdrawn if they appear in school.

Mobile phones and electronic devices

We discourage you, as parents, to allow your child to bring phones and other electronic devices to school. This is because their use in both lesson time and recreational time is forbidden. Students may only bring in such items if the items are switched-off and remain completely out of sight. If a student abuses this arrangement, then the phone or the electronic device will be confiscated for the remainder of the school day. The student will be unable to have their confiscated item returned until after registration. If a student is caught repeatedly using a phone or electronic device then the item will be confiscated and returned only to the parent/carer who will be invited in to collect the item.

We therefore ask you not to communicate with your child in school via their mobile phone. If, for example, your child phoned or sent you a text message stating that they 'felt unwell', we ask that you do not simply arrive at the school unannounced to collect your child. We ask that you contact school reception personally, by phone in the first instance, so that we can investigate the matter. We will liaise with you once the school has concluded if it is agreed that your child should be collected.

Free School Meals

Families who receive the following are eligible for Free School Meals: -

- Income Support
- Income-Based Job Seeker's Allowance (JSA)
- Income-Related Employment and Support Allowance (ESA)
- Guarantee Element of State Pension Credit
- Both Income-Based and Contribution-Based JSA/ESA if you receive the same amount for both. You should also qualify if you receive both but the Income-based amount is greater, but not if the contribution-based amount is greater
- Families who are awarded Child Tax Credit and have an annual income, as assessed by HMRC, not in excess of £16,190 are also eligible to claim free school meals providing there is no entitlement to Working Tax Credit (unless in respect of a 4-week 'run-on')

If you receive one of the qualifying benefits listed above we very strongly recommend that you apply to Warwickshire County Council (WCC) for a Free School Meal (FSM) for your child. This will not only be a significant financial help to you – but will also mean Aylesford School receives important funding, to help educate your child.

Your child's lunch account is simply topped up automatically by our computer system. It is completely discreet and 100% confidential.

Just Google "Warwickshire County Council FSM" and you are taken right there! If you don't have access to the internet or to a computer – then contact Assistant Head teacher, Martyn Payne, at Aylesford School and we will be happy to assist you by simply allowing you to use one of our computers; or by giving you a 'helping hand' with the application if you wish. Alternatively, you can make an FSM application entirely over the phone by calling WCC on 01926 359189 or you can ask for a paper copy of the FSM application form to be posted to you. If you prefer to write to them, their address is below: -

WCC Customer Service Centre FSM

Customer Saltisford Office Park
Ansell Way
Warwick
CV34 4UL

Opening times

8.00am - 8.00pm Mondays to Friday

9.00am - 4.00pm Saturday

Refectory

Listed below are a few of the fantastic products we have for sale in our Dining Areas

Breakfast Service 8.00am - 8.45am

Sausage and/or Bacon baguettes
Waffles
Cheese and Tomato Bagel
Fresh Croissants
Fruits
Toast
Hot and cold drinks

Morning Break 11.00am - 11.20am

Homemade Panini's
Pizza slices, Pancakes, Sausage Rolls
Hash Browns
Cheese and Bean wraps

Lunch 1.20pm - 2.10pm

All main meals achieve the required Government's standards for September 2009

An option of at least 3 hot meals with one being a vegetarian option will be offered.

Homemade Pizza bar available

Also available

Pasta pots with various toppings
A range of salads
Sandwiches and baguettes will be made available daily.
Hot and cold drinks
Fresh fruit, yoghurts, cheesecakes, fresh fruit salads and homemade tray bakes daily

Cashless System

Our Refectory is run as a **Cashless System** and payments can be made to top up **Meal Cards** by Parent Pay. (Please see our separate letter regarding 'ParentPay').

Alternatively, your child can bring in cash to top up their lunch using one of the wall-mounted machines which are located in the upstairs and downstairs in the refectory.

Packed Lunches

Students may choose to bring in their own packed lunches; seating is available in the upstairs Refectory

Supporting your child with Learning

Helping Your Child to Learn Effectively

Aylesford knows that we can't **effectively** engage in teaching and learning with your child unless we have **full support from parents and guardians too**. We believe that 'parental engagement' in individual student's learning is vital!

Our 10 Top Tips to help you help your child...

- 1 Provide a **quiet place for homework** so they can concentrate on it undisturbed.
- 2 Keep pens, pencils, felt pens and calculators handy.
- 3 **Buy a student-friendly dictionary** and keep it handy too.
- 4 Don't be afraid to **help with their homework** but don't do it all for them!
- 5 Take a real **interest in their work** by looking through their school books regularly.
- 6 **Put learning into everyday practice** - for example, get them to check the change when shopping, help you choose a mobile phone or internet tariff or estimate car journey times etc.
- 7 **Watch quality TV** programmes together that are something to do with topics being studied at school.
- 8 Insist on them having **breakfast** - its fuel for a long, hard morning's work!
- 9 **Encourage them to read** (it honestly doesn't matter what at first) so they'll come to understand that reading is enjoyable.
- 10 **Give them fulsome praise** when they have made a good effort with their homework.

Homework

To set homework for all year groups we use Show My Homework. This service provides parents with a deeper insight into the homework your child receives. More importantly, it aims to improve your child's organisation, time-management, and help them to keep on top of their workload. When your child starts in Year 7 you will be provided with login details to your personal account which is linked to your child's homework calendar where you will be able to see your child's To Do list and any homework that is due or overdue. Your child will also be given login details to their account which is linked to the homework calendar. All students will be able to access their homework tasks and deadline dates using the 'Show My Homework' app or the school website. If you would like more information on show my homework, please visit the school website.

Homework is a compulsory part of the Aylesford School curriculum for all students throughout their school lives. Homework is set regularly. We ask you to support us in seeing that homework is done. You can help in the following ways:-

- by encouraging the habit of doing homework at a set time each evening
- by encouraging your child to complete homework on the night it is set
- by checking that homework has been set, and reminding children that it needs to be done
- by insisting that homework is done before watching television, or going out etc.
- by contacting the school if you have any query about your child's homework

Aylesford is committed to ensuring that all our students are fully equipped for life in a competitive world. As a result, students may be given longer assignments for homework (ILUs) that develop and encourage independent learning skills.

An Assessment Policy is available via our school website.

Learning and Behaviour

School rules

All schools have rules and this one is no different! They are the very things that we learn to hang our civilisation on and we try to keep them simple and understandable. The overall message is, work hard and concentrate, be kind and considerate, do as you are asked and stay safe. It is very important to us that young people learn to socialise and integrate, so that they can develop an understanding of what it means to work together and benefit from each other. Care and respect is developed through some simple rules that guide students as they grow, and behaviour will be managed positively.

One of our main aims at Aylesford School is to provide a calm, secure, stimulating, orderly and caring learning environment. We operate a '**Behaviour and Inclusion**' policy across the school which is based on Rewards and Consequences. Students who work hard and achieve excellence are rewarded for their efforts. Similarly, the very small minority of students who do not work to the standard expected, or who prevent others from learning, will face reasonable and appropriate sanctions, which includes detentions. Mutual respect and tolerance are fundamental to our School Community.

Any uncooperative behaviour is dealt with by means of sanctions or consequences. In the first instance, individual teachers will deal with misdemeanours by two verbal warnings. If this fails, teachers may detain a student after school. Serious or repeated misconduct is referred by teachers to a more senior colleague who may place the student in a Senior Leadership Detention. Very serious cases are dealt with by the re-focus or exclusion of students. A School Behaviour and Inclusion Policy is available via our school website.

Anti-bullying Policy

We take a very firm stand against bullying where appropriate. If students are bullied at any time, however mildly, they should always let their form tutor or another teacher know immediately. We are usually able to sort problems out sensitively and to everyone's advantage. A school Anti-Bullying Policy is in use and available via the school website. Remember we can only act if we know about the allegation.

Home-School Agreements

The Governing Body ensure that a written Home School Agreement is in place which parents are invited to sign. Aylesford School has produced such an agreement in consultation with parents. Parents of incoming Year 7 students will receive a copy of this agreement to read and sign. Staff and students are also required to sign this document as there are important elements of data protection for you to either agree or not agree to.

Reporting to Parents

There are two occasions in the year when parents can meet their child's teachers. Each year group has a home link evening and a formal parents evening.

We hold review meetings for pupils with identified special needs. Parents are always invited to these meetings, which are sometimes attended by other professionals working in school e.g. speech therapists, physiotherapists, educational psychologists. On occasions it may be parents and teachers need to address a specific issue and these are best dealt with through the Head of Department or Head of Student Progress – in the first instance.

The School Reception, General Office and Student Services

The School Reception and General Office is open every day 8.15am until 3.45pm, outside of these school hours a telephone message machine operates or you can send an email.

office@aylesford-elearning.net
attendance@aylesford-elearning.net
01926 747100

Absence Reporting

To assist parents in reporting a child's absence you can either call 01926 747100 and select option 1 and option 1 again for secondary school absences. You will need to leave the full name of your child, their tutor group, the reason for absence and who has reported the absence – Mum, Dad, Grandma etc.

Alternatively you can always email our dedicated absence email address at: - attendance@aylesford-elearning.net – These lines are open 24 hours a day, 7 days a week.

Medical Appointments

All routine appointments should be made outside of School hours, for example, doctors, orthodontist, dentist, opticians.

If your child has a non-routine appointment during the school day please send your child in with a note on the day of the appointment, detailing the following: -

- 1-Name of your child
- 2-Tutor Group
- 3-Reason/detail for appointment
- 4-Who will be picking your child up for the appointment from reception (Children must be picked up from reception)
- 5-The time of pick up

Your child should then present this letter to their tutor or Head of Student Progress during registration for endorsement, then retained by your child during the day to leave lesson at the required time to come to Student Services to sign out and be handed over to the Parent/Guardian collecting the student. Please be aware that we would require you to come into Reception to collect your child, we will not send students into a sometimes busy car park to locate their Parent/Guardian.

By following this process, this will result in the minimum of delay in collecting your child, providing that they leave lesson at the required time. Please note that the School office cannot be relied on to facilitate every child coming to student services to be signed out on time, **the onus is on the child to ensure that they are prompt in coming to student services.**

Communication with Teaching Staff, Head of Student Progress, Tutors and the Senior Leadership Team

All our Senior Leadership Team, Head of Student Progress and Teachers are bound by timetable commitments. If you need to speak with any member of our Senior Leadership Team, Head of Student Progress or teacher(s), please call Reception on 01926 747100 so that we can arrange a mutually convenient appointment for you to come in and see them or speak with them on the telephone.

We encourage open communication with **all** Parents/Guardians, but due to the commitments during the School day and the necessity of keeping to the student's timetables, please understand that if you arrive at Reception during the School day it will not be likely without a prior appointment that you will be able to speak with the member of staff.

Student Services

The Student service office is open every school day for students from 08.30am until 3.30pm.

Student services provide students with assistance with **basic** first aid. During break and lunchtime, assistance with prescribed **essential** medication, and general queries will be provided. Lost Property events are held frequently during the school day and this is communicated to students via internal communications. If any named items are handed in to Student Services during the day, a note will be sent to the student to alert them it has been found and for them to collect their lost item from Student Services between these hours.

Medication and the Safe Storage of Medication

Medication should only be taken in school when **absolutely essential**. You will be required to show the school evidence of the prescription and will be required to complete the necessary school paperwork to enable student services to administer **any** medication, or indeed to keep any medication in school.

Please come into the school in order to complete the necessary paperwork or alternatively contact the General Office, to arrange for the necessary paperwork to be sent to you.

All medication is to be stored in Student Services in the original container, labelled with your child's name, dosage and frequency prescribed and expiry date clearly visible with the correct and necessary paperwork completed prior to being accepted at Student Services and being administered to your child. It is the parent's responsibility for the safe delivery of medication and to replace medicine that has expired. Out of date medication will be safely disposed of.

Students are not permitted to have **any** medication on their persons in school due to possible misuse by themselves or dangers to other students. Students with asthma/diabetes/severe allergies, however, are responsible for carrying their own medication e.g. inhalers/Epipens.

Unwell during the school day

Should your child feel unwell during their school day, your child should come to student Services with the permission of their class teacher. Student Services will ascertain if your child should sit quietly for 10 minutes, or should go home, in which case Student Services will contact you directly. **Please do not contact the School or turn up to collect your child**, if your child contacts you during the day to say they are unwell, please ask them to go to Student Services. Student Services can be very busy during certain times and therefore you will be contacted if you are needed to collect your child.

Health and Safety

Students are expected to exercise personal responsibility for the safety of themselves and other students; observe standards of dress consistent with safety and hygiene; observe safety rules and the procedures required in event of an emergency; not misuse or interfere with equipment provided for safety purposes

Aylesford School is a non-smoking site.

School policy – Crutches/are in plaster and/or sling

If your child comes into school using crutches, we would expect that they have been fully assessed by a medical practitioner; and the medical practitioner has advised or instructed the use of suitable crutches. Ideally, Student Services and the Head of Student Progress should be notified prior to your child's expected return to school. This will allow time for any extra support to be organised and the necessary health and safety student assessment to be done prior to your child's return. There will be paperwork that you as the Parent or Carer will need to complete and sign prior to your child being able to use the lift to access their lessons.

Cycling to and from school

Students may cycle to and from school, and space is available in the covered cycle stands. It is essential for your child's safety that they wear cycle helmets that the bicycle is maintained in a fully roadworthy condition having two working brakes and is properly secured when unattended. School insurance policies do not cover students' cycles. It is essential that parents ensure that these are included on their House Contents Insurance policies. Senior students may travel to school on motor cycles or scooters. This is subject to safe behaviour, appropriate insurance and the necessary safety helmets.

Safeguarding and Child Protection

It is clear that there is greater public awareness and concern about child protection issues. The child's welfare is paramount and to protect students in our care, also to comply with regulations and recommendations from the Department for Education. The School must refer any concerns about the well-being of its students to the Social Services Department. Such action may be required before contact is made with parents. We have a range of school policies setting out our procedures in relation to Safeguarding and the Safeguarding Portfolio can be found on the school website under 'Policy documents.'

Our School Community

More-Able students

Aylesford School strives to create a challenging and stimulating learning environment for all students. We also offer learning activities which are designed to enable More Able students to achieve their potential and achieve highly. A range of extra-curricular opportunities are also provided, giving students access to a range of excellent learning opportunities.

Individual Music Tuition

Considerable additional support for students is provided by peripatetic staff both private and from Warwickshire Music who visit the school weekly. Tuition is provided on a wide variety of instruments including voice, guitar, drums, violin, French horn, saxophone, flute, steel pans and many more. Tuition is provided within the school day on a rotation basis weekly. Provision and all other aspects of tuition including contracts, payment and queries will be dealt with by Warwickshire music. All information regarding this and how to sign up is explained in the Warwickshire Music Billing Brochure that your child will receive prior to starting with Aylesford School from Warwickshire Music.

Library

The school has a superb Library, with the stock being constantly updated by the resourcing of new books to provide a wide range of material including fiction and non-fiction texts, dyslexia friendly format fiction books, an age appropriate weekly newspaper, magazines and videos. There are also 30 computers which classes regularly book to use all the facilities.

The Library is open Monday - Friday all day, opening at 8:15am five mornings a week, with after school study support available Monday – Thursday until 4.15pm, this proved to be ideal for homework.

All Year 7 students are given library induction lessons during their first two weeks in the School which help them to use the library to its fullest. Year 7 students are also given the opportunity to visit the Primary phase pupils whereby they help the younger students to choose books which they then help them to read. Year 7 students may also wish to be pupil Librarians and help the Library Manager to run the library by loaning, renewing and returning resources on the library system, registering new resources and much more. Activities are constantly taking place at lunchtimes including book reading events, author visits, a chess club, movies on our big screen and competitions with prizes.

The Library is at the heart of the school's literacy initiative and continues to promote the importance of reading, recognising literacy as a key factor in raising standards of achievement.

Voluntary Contributions

From time to time the children take part in educational visits which incur transport and entrance fees. In common with other maintained schools we have to recoup these costs by asking parents for a voluntary contribution, but no child would be excluded from an activity, or in any way discriminated against, because a contribution is not forthcoming.

The nature of the school budget means, that if these activities cannot be financed through contributions they cannot take place, so we hope that parents are willing to pay for these very worthwhile activities. We do our very best to keep costs to a minimum. If however, anyone has genuine difficulty in meeting a contribution please contact the member of staff organising the trip. Any approach in this regard will be met with the strictest confidence.

Spiritual, Moral, Social Cultural Education (SMSC) and ‘British values’

Our recognition of the importance of SMSC education is encapsulated in our own school mission-statement: “To inspire in students a passion for life-long learning; to work in partnership with them and others so as to provide an exciting, engaging and enjoyable experience in a happy and secure environment.” These four aspects of SMSC are also paralleled or mirrored by our own 4 key school values:-

Wonder – Spiritual
Aspiration – Cultural
Respect – Social
Discipline – Moral

British Values

Aylesford is committed to preventing pupils from being radicalised and drawn into any form of extremism or terrorism. The school promotes the values of democracy, the rule of law, individual liberty, mutual respect and tolerance of those with different faiths and beliefs by providing pupils with the opportunity to learn how to discuss and debate points of view and to understand a range of faiths; and by ensuring that all pupils are valued and listened to within school

Sex and Relationship Education (SRE)

All schools are required by law to have a policy on sex and relationship and secondary schools must offer a programme of sex and relationship education for all students, which includes information about HIV/AIDS and other sexually transmitted infections. Appropriate sex and relationships education provides a positive opportunity for the exploration of values and moral issues, consideration of personal relationships and the development of communication and decision making skills. It should foster the development of self-awareness, self-esteem, a sense of responsibility and the skills to avoid and resist undesirable sexual experience. Sex and relationships education should be an integral part of the teaching and learning process. Our approach is to teach sex education and relationships within a framework which models and encourages a respect for self and others; commitment, trust and bonding within sexual relationships; mutuality and non-exploitation in sexual relationships; honesty with self and others. Sex education and relationships acknowledges and promotes understanding of diversity regarding religion, culture and sexual orientation.

Religious Education

The Religious Education Department at Aylesford School offers a multi-faith programme throughout Key Stage 3, concentrating on six world faiths, Christianity, Judaism, Islam, Sikhism, Hinduism and Buddhism. The curriculum is informed by The Warwickshire Agreed Syllabus. At Key Stage 4 all students follow Edexcel’s GCSE Full Course in Religious Studies which is a Religion Philosophy and Ethics based course. Set within a caring school ethos, the Religious Education Department contributes to the spiritual, moral, social and cultural development of all students. You may request that your child is withdrawn from Religious Education. Please contact the Head teacher at school for further information.

Special Educational Needs and Disability

Aylesford School provides support for students with a wide range of special educational needs and disabilities. We aim to ensure that all students have equal access to the full range of the National Curriculum. We offer in-class support, well targeted small group work in literacy, numeracy and social communication skills and liaise with a range of specialist support services when appropriate. Every lunch time, the Learning Support Department provides a range of activities for vulnerable students. The school has disabled access and an Accessibility Plan is available on request. Please see the SEND Information Report and SEND Secondary Policy on the school website for more detailed information on our provision. The Special Educational Needs Co-ordinator is happy to discuss individual needs with parents on request.

Aylesford School's vision statement is to take each young person from 'potential to reality.' The policy for SEND is based on several fundamental beliefs:-

- As a school we recognise and value diversity amongst our students
- That all students have access to a broad and balanced mainstream curriculum
- That all teachers should be aware of their responsibility to meet the full range of educational needs that are presented by their students
- To work with the mainstream curriculum, offering support for subject teachers where possible whilst recognising the value of small group withdrawal sessions for meeting certain needs
- That students' needs can be met most effectively when the approaches of subject teachers, learning support staff, pastoral staff, parents and support agencies are carefully co-ordinated and result in joint working
- High aspirations for our students with SEND will help prepare them for adult life and help them to go on to achieve the best outcomes in employment, independent living, health and community participation

Assessment, Tracking, Intervention and Reporting

Assessment

Aylesford School takes the assessment of student performance very seriously and each year group will receive an end of year examination from all appropriate subjects. In addition, the end of Key Stage 4 and Key Stage 5 is marked by externally validated examinations. We also understand and support the use of regular 'informal' assessment during lessons to inform and monitor the progress of our students.

Tracking

The progress of all our students is monitored at regular intervals during the year, recorded and matched against targets set for them by their teachers. This enables the school to identify with some clarity how far a student has progressed and to identify areas in which further support might be needed.

Intervention

We believe that when a child starts to fall behind their expected progress it is essential that we are able to intervene with support at the earliest possible stage. In the vast majority of cases this quick focussed intervention soon restores student confidence and performance.

Reporting

We fully appreciate the importance of a student's School Report as part of the partnership we have with parents, guardians and carers. Each student can expect to receive one formal report and one 'interim' monitoring report during the year.

School Performance 2019

Reading

What proportion of our KS1 students achieved at expected or higher in **Reading**

KS1

73%

✓ School score was 3% higher than the national average

Progress 8 score

How have all pupils progressed since Primary School compared to **similar students** in other schools?

KS4

0.07

✓ School score was in line with the expected progress of our students

GOOD in all categories. OFSTED 2018

English & Maths: Standard Pass

What proportion of pupils achieved a grade 4 or better in English and Maths GCSE?

KS4

71%

✓ School score was well above the national average

Attainment 8

What was the average points score across 8 subjects achieved by students taking GCSE and equivalents?

KS4

48.7

✓ School score was in line with the expected progress of our students and above national average

Curriculum Profile

Key Stage 3

Key Stage 3	
English Maths Science MFL PE Technology Citizenship	Art Drama Geography History ICT Music Ethics

Key Stage 4

Compulsory Subjects for all – CORE				
Every student follows courses in these subjects				
English Language	Mathematics	Combined Science Trilogy (2 GCSE's)	PE	Ethics
English Literature		Separate Science Triple (3 GCSE's) top 25% selected only		

Options subjects

Option Subjects			
Students choose 4 options to study over two years			
Geography* History* Media Spanish * French *	Art Textiles Sport - BTEC Sport – GCSE Music Drama	Design and Technology ICT - BTEC Enterprise - BTEC	Child Development Food & Nutrition Photography

Key Stage 5

Option Subjects		
Art Biology Business Studies (BTEC) Chemistry Economics English Language English Literature Further Maths	Geography Health & Social Care (BTEC) History ICT (BTEC) Mathematics Media Studies Music Performance Photography	Physics Product Design Psychology Religious Studies Sociology Spanish Sport (BTEC) Theatre Studies

Curriculum Profile

Sixth Form (Years 12 and 13)

Aylesford Sixth Form students can follow a number of courses as illustrated below. We review the 6th Form offer on an annual basis in order to reflect student requirements as much as possible. It is important however, to recognise that groups do need to be 'viable' and, therefore, curriculum adjustments take place in response to uptake.

Alongside academic study, students participate in enrichment activities linked to their own individual interests. A common enrichment programme includes: -

Sport and Recreation	Mentoring younger students	Supporting primary phase children
Citizenship	Work experience	Charity / community work
Career & destinations planning	Supporting subject teachers	Reading buddies
Road safety / driving prep	NCS / Outward Bound	Independent living skills

Year 12 students carry out a work placement towards the end of the summer term, which is led by them and supports the career aspirations they have identified.

One of the highlights of the school year is Charity Week, when 6th form students organise a range of fund-raising activities to entertain the whole school and raise money for local and national charities. Typically, this raises between £3,500 and £4,500 each year.

Sixth Form courses

Art	Further Maths	Physics
Biology	Geography	Product Design
Business Studies (BTEC)	Health & Social Care (BTEC)	Psychology
Chemistry	History	Religious Studies
Economics	Mathematics	Sociology
English Language	Media Studies	Spanish
English Literature	Music Performance (BTEC)	Sport (BTEC)
Extended Project Qualification	Photography	Theatre Studies

Sixth Form destinations

Whilst higher education is still the most popular option for students leaving 6th Form, several students each year take on higher level or degree apprenticeships, or go straight into employment. Throughout 6th form, students are presented with opportunities to help them understand the benefits and challenges of each route so that they can make informed decisions. Our alumni page on the school website identifies the many varied courses and destinations that many of our 6th Form move on to.

School Policies

Various policy documents and syllabuses are available on the school website for parents should they wish to consult them. Current Policies are as follows and hard copies are available to read via the school office by appointment:-

- Admissions
- Anti-Bullying
- Anti-Corruption
- Assessment
- Asbestos Management
- Asset Capitalisation and Depreciation
- Attendance
- Behaviour and Inclusion
- Capability Procedure
- Careers Education and Guidance
- Charges and Remissions
- Child Protection
- Code of Conduct for Teaching and Support Staff
- Complaints Procedure
- Continuing Professional Development
- Curriculum
- Data Protection
- E-Safety
- Financial Procedures Manual
- Financial Responsibilities and Schemes of Delegation
- Gifts and Hospitality Guidance
- Health and Safety
- Information Security Policy
- Literacy
- Medication in Schools and First Aid
- More Able and Talented
- New Governors Welcome
- Physical Intervention and Restraint
- Privacy Notice
- Procurement
- Reserves and Investment
- Risk Management
- Safeguarding
- School Visits and Journeys
- Serious Incident and Business Continuity Plan
- Shared Parental Leave
- Single Equality – Inclusion Scheme
- Sixth Form Admission
- Social Networking
- SMSC (Spiritual, Moral, Social and Cultural)
- SEND
- Staff Absence
- Staff Pay
- Substance Abuse
- Teacher Appraisal
- Teaching and Learning
- Teaching and Support Staff Disciplinary
- Whistleblowing

Comments, suggestions and complaints

Parents/Carers are always welcome at Aylesford School, and we try hard to keep them informed about the School's policies and their child's progress. However, there may be times when parents will have comments, suggestions or complaints to make; or indeed as with any family, problems or situations may arise from time to time that you feel are important to be communicated to your child's school.

Staff at the school will deal with concerns that students or parents may have promptly and sympathetically. In the first instance please contact the most appropriate member of staff via telephone to either make an appointment to come into school or alternatively to discuss this over the phone if you feel this is appropriate.

Please note that all staff teach, and are therefore bound by teaching commitments, so they may not be immediately available, but they will contact you at their earliest opportunity.

In many cases any comments, suggestions or even complaints can be dealt with by either your child's form tutor, their subject teacher or their Head of Student Progress. If the matter has not been resolved with either the form tutor, subject teacher please do escalate this in the first instance to the Head of Student Progress.

If the Head of Student Progress has been unable to resolve this then please do make contact with the school to ask for an appointment or an agreeable time for the Head teacher or a member of the Senior Leadership Team to meet with you, we will be happy to assist and deal with any comments, suggestions and resolve any complaints.

If you still feel concerned having referred the matter to the Head teacher, please contact the Chair of Governors. The full complaints procedure can be found on our school website under 'Policies.'

School Buses and Public Transport

Free transport is provided for all students whose shortest walking route exceeds three miles, provided they are attending their nearest school. Parents require the Under 16 Transport application form to apply for free transport.

Paid transport **may** be granted to students who do not meet the criteria for free transport assistance, subject to availability.

Application forms for free transport, paid transport and replacement passes where originals have been lost or stolen are available from the website at: www.warwickshire.gov.uk/schooltransport or by calling the Education Transport team on 01926 412929 option 1, option 1.

An application must be made before any entitlement to transport can be given and you must be in receipt of your pass before attempting to use a school bus.

We expect all students to follow both our code of conduct and Warwickshire County Council's conditions of travel on all buses. In extreme cases of non-compliance, we will work with Warwickshire County Council who may withdraw entitlement to travel. In the event of buses being late or not arriving in the morning you must wait up to 20 minutes, even in bad weather. To check if your service is delayed please call the operator directly, their details will be on the timetable which can be found online at www.warwickshire.gov.uk/schoolbustimetables. Any serious issues or repeated lateness should be reported to the Transport Operations on 01926 412929, option 1, option 2 who will investigate any issues reported to them.

We expect every effort to be made to get to school.

Fares are payable on bus service 68, details of fares are available from Stagecoach on 01604 676060.

All other services to and from Aylesford School are 'school bus passes only' services. This means that there is no facility to pay single or return fares on these services. Application forms for the school passes may be obtained from the website at <http://www.warwickshire.gov.uk/schooltransport> or by calling the Education Transport team on 01926 412929 option 1, option 1.

Bus timetables

Details are correct at the time of printing. There may be some changes for September, please visit <http://www.warwickshire.gov.uk/schoolbustimetables> for the latest on timetables and other useful information.

SERVICE 16

Operator

Stagecoach – To school	Stagecoach- From school
0755 Hatton Park (Mollington Grove)	1523 Aylesford School (Bay 3 or 4)
0803 Warwick Parkway	1529 Hampton-on-the-Hill
0806 Hampton Magna Shops	1532 Hampton Magna Shops
0809 Hampton-on-the-Hill	1535 Warwick Parkway
0814 Aylesford School	1539 Hatton Park (Mollington Grove)

SERVICE 536

Operator

Stagecoach - To School	Ridleys – From School
0802 Hatton Park, Charingworth Drive	1520 Aylesford School
0815 Aylesford School	1533 Hatton Park

SERVICE 524

Operator

Stagecoach – To School	Johnsons – From School
0739 Tachbrook Road – The Leopard	1520 Aylesford School Bus Park (Bay 2)
0741 Bishops Tachbrook - Mallory Road	1529 Hampton Magna Shops
0749 Barford - Church Street	1536 Sherbourne Bus Stop A429
0753 Barford - Wasperton Lane	1537 Barford - Wasperton Lane
0757 Sherbourne Bus Stop A429	1547 Barford - Church Street
0805 Hampton Magna Shops	1557 Bishops Tachbrook - Mallory Road
0815 Aylesford School bus park	

SERVICE 567

Operator

Hanson Coaches –To School	Hanson Coaches – From School
0730 Lapworth, Opp Village Shop	1535 Aylesford School Bus Park (Bay 6)
0745 Norton Lindsey, Curlieu Lane	1542 Norton Lindsey, Curlieu Lane
0750 Hatton Station, Oakdene Crescent	1547 Hatton Station, Oakdene Crescent
0755 Hatton, The Green	1552 Hatton, The Green
0810 Aylesford School bus park	1557 Fiveways
	1607 Lapworth

Who's who

Head teacher	- Mr T Hodgson
Acting Deputy Head teacher	- Mrs A Scopes
Assistant Head teacher	- Mr M Payne
Director of Learning Support and Inclusive Practice	- Miss K McDonagh
Director of Studies	- Mr N MacRae
Director of Sixth Form	- Mr I Shaw
Heads of Student Progress	- Mrs D Savage (Pastoral Leader Year 7) - Mrs E Keell (Year 8) - Mrs L Riggs (Year 9) - Mrs K Reeves (Year 10) - Miss J Leith (Year 11)
Assistant Heads of Student Progress	- Miss K Benbow (Year 7) - Mr H Owen (Year 8) - Miss P McLean (Year 9) - Mrs C Wilson (Year 10) - Dr G Williams (Year 11)
English	- Miss P Yeardley (Head of Department) - Mrs K Bythell - Mr P Connelly - Mrs E Furlong (Second in Department) - Mrs E Leigh (i/c of Media Studies) - Miss R Lonergan - Miss K Reeves - Mr I Shaw - Mrs C Wilson
Mathematics	- Mr R Orme (Head of Department) - Mr A Darren (Second in Department) - Mr T Greevy - Ms M Kiernan - Mr N MacRae - Mrs K Mason - Mrs Z Mahmood - Mrs H Sahota - Mr B Sigmundsson - Mrs A Scopes
Science	- Mrs C Goult (Head of Department) - Mr R Amadeo - Miss S Anstey - Dr H Bush - Mrs L Collins - Mr E Evans - Miss S Holyman (Second in Department) - Mrs K Parkinson - Miss J Robbins

Modern Foreign Languages	<ul style="list-style-type: none"> - Mrs S Kiddle (Head of Department) - Mrs M Hensel (Head of Department) - Miss C Costanza - Mrs M Esteban-Stephenson - Mrs N Rossier
History	<ul style="list-style-type: none"> - Miss L Davies (Head of Department) - Mrs E Keell - Miss J Leith - Mr H Owen
Ethics	<ul style="list-style-type: none"> - Miss S Smith (Head of Department) - Miss M Batool - Mrs C Howells - Mrs E Sims
Geography	<ul style="list-style-type: none"> - Mrs A Jordan (Head of Department) - Mrs L Collins - Miss R Harrison - Dr G Williams
Technology	<ul style="list-style-type: none"> - Mr D Bainbridge (i/c of D&T) - Mrs C Johnson (i/c of Child Development & Health & Social Care) - Mrs L Riggs (Food & Nutrition) - Mr M Thompson
Business & Economics	<ul style="list-style-type: none"> - Miss V Cannell (Business Studies) - Mrs G Mitchell (Economics)
ICT	<ul style="list-style-type: none"> - Mrs P Duberia (Head of Department) - Mrs Z Mahmood
Psychology	<ul style="list-style-type: none"> - Mrs V Hayre - Mrs H Woodbourne
Art	<ul style="list-style-type: none"> - Mrs V Grinham (Head of Department) - Mrs G Hutchings
Music	<ul style="list-style-type: none"> - Mr B Banister (Head of Department) - Mrs I Veasey
Physical Education	<ul style="list-style-type: none"> - Mr C Grinham (Head of Department) - Miss K Benbow - Mr S Dhesi - Miss K McDonagh - Miss K McMurray (i/c of Girls' PE) - Mr S Nunn
Drama	<ul style="list-style-type: none"> - Mrs S Purcell (Head of Department) - Mr P Leigh

Learning Support Director of Learning Support and Inclusive Practice	- Miss K McDonagh
TA3 SEN Support TA3 Literacy Development	- Mr T Tillier - Miss D McGreavy - Mrs A Mottet
TA3 Behaviour	- Miss P McLean - Miss R Morgan
Teaching Assistants	- Miss F Caldwell - Mrs S Davies - Miss L Dougan
Sixth Form Learning Mentor	- Mrs E Fagg - Mrs R Fryer - Mrs J Harrison - Miss F Mushtaq - Mr G Scholes
Inclusion Support	- Mrs V Dubrava - Mrs J McCarthy
Departmental Support Technology Technician Food/Textiles Technician Senior Lab Technician Lab Technician	- Mr J Singh - Mrs C Fayard - Mr M Smith - Mr C Clay
School Support	
Premises Manager Site Services Team	- Mr L Pavier - Mr D Riman - Mr M Cooper - Mr M Easterlow - Mr T Lawrence - Mr J Singh
ICT Technician	- Mr J Poole (Senior ICT Technician)
Library Manager	- Mr R Warnes
Cover Supervisors	- TBC - TBC

School Administration

HR Manager and Head teacher's PA	- Miss A Timson
Examinations Officer	- Mrs J Bayliss
Data Manager	- Mrs A Zuill
Finance Manager	- Mrs M Shaw
Finance Administration	- Mrs K Lappin (Lettings)
	- Mrs Y Dillon
Office Manager	- Mrs S Hughes
Attendance Officer	- Miss L Clifford
Clerical - Reprographics	- Miss K McDermott
Clerical - Reception	- Miss R De Cesare
	- Mrs H Christou
Clerical - Student Services	- Miss N Ross

Primary School

Director of Primary Education	- Mrs A Edkins
Primary School Teachers	- Mrs M Gould (KS1 Phase Leader)
	- Miss E Jeffries
	- Mrs N Meeson
	- Miss H Sewell
	- Miss L Sheridan
	- Mrs J Spencer
Higher Lever Teaching Assistant	- Mrs R Perrier
Learning Support Assistants	- Miss C Bosworth
	- Ms H Burnett
	- Mrs C Chapman
	- Mrs S Cleverley
	- Mrs J Cyphus-Fell
	- Mrs S Gately
Primary School Administrators	- Mrs J Cull
	- Mrs J Bickley
After School Club Co-ordinator	- Mrs C Chapman
After School Assistants	- Miss C Bosworth
	- Mrs V Dubrava

The Governing Body

The key role of the Governing Body is to promote high standards of educational achievement by setting targets, managing finances, ensuring the curriculum is broad and balanced and reviewing staff performance and pay. The Full Governors, led by Richard Lyttle as Chair meet at least four times a year. The two key committees (Finance and Premises and the Standards, Personnel and Curriculum) meet five times per year. Other small committees and working groups meet at key points in the school calendar or as the need arises.

Chair of Governors	- Mr R Lyttle
Head teacher	- Mr T Hodgson
Parent Governors	- Mrs B Parsons - Mrs S Clark
Staff Governors	- Mrs D Savage - Mr N MacRae
Governors	- Mr D Clarke - Mrs S Grinnell - Mr S Hood - Mrs J Levett - Mr M Swallow
Clerk to Governors	- Miss A Timson

Notes Section

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